

HAMPTON PLANNING BOARD

USE CHANGE REVIEW

See Section III.B of the Site Plan Review Regulations for Use Change Review requirement. It is the Applicant's responsibility to submit an appropriate plan in accordance with the Regulations. Submission requirements are found in Appendix A of the Site Plan Review Regulations. Applications must meet the requirements of Article III (Use Regulation) and Article VI (Parking) of the Hampton Zoning Ordinance.

In order to be placed on the Planning Board agenda, a complete application must be submitted to the Planning Office no later than 12:00 PM 5 BUSINESS DAYS (excluding Holidays) prior to the meeting. For additional information, please contact the Planning Office at (603)-929-5913 or visit the Town website at hamptonnh.gov

SUBMITTAL REQUIREMENTS

- 1) Application fee payable to the Town of Hampton
- 2) 8 copies of the application and sketch and/or plan of the property containing the required information.
 - a) Present and proposed parking facilities (to conform to the requirements of Article VI).
 - b) A sketch of the property showing street frontage, building location, parking, driveways, traffic flow, loading spaces and walkways.
 - c) Location, description, and size of existing and/or proposed signs.
 - d) Physical changes to the exterior of the structure including color changes and lighting.
- 3) Letter of Authorization, if applicant is not property owner and/or an agent represents owner.

Applicant Name		Tel
Email Address		
Mailing Address:		
Property Address:		
Owner of Record:		
Map #	Lot #	Zone:

Current or most recent use of property:

Proposed use of property:

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Is the proposed use change to be the primary use of the Property?

_____ YES _____ NO

Is the use change request subordinate to the main use?

_____ YES _____ NO

Is the use change an additional use for the property?

_____ YES _____ NO

Is the structure currently ADA compliant for accessibility? _____ YES _____ NO

Describe proposed physical changes to the structure and/or lot:

List any variances granted by the Zoning Board of Adjustment?

Is the property in the Aquifer Protection District? _____ YES _____ NO

If YES, are you also applying for a Conditional Use Permit as required per Section 2.5.4.F of the Hampton Zoning Ordinance? _____ YES _____ NO

If YES, please provide a written finding of fact for the requirements listed in Section 2.5.4.F on a separate page.

Signature of Applicant or Agent

Date

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APPENDIX A – Use Change Application Review

- 4) Each Use Change request must be accompanied by the current application fee.
- 5) Uses allowed are only those uses permitted in the appropriate zones under Article III, Use Regulations, of the Hampton Zoning Ordinance.
- 6) Use Changes requiring Planning Board review are determined to be:
 - a) Any use of a residential or non-residential nature, which is proposed to be changed to another use that is dissimilar and of a non-residential nature.
 - b) Any change of use of a non-residential or multifamily dwelling site resulting in a change in the number of parking spaces required by Article VI of the Hampton Zoning Ordinance.
 - c) Any change of use that results in the need for a new Certificate of Occupancy.
 - d) Any change of use which, in the opinion of the Building Inspector, requires Planning Board approval in order to safeguard the health, welfare, convenience and safety of Hampton's citizens and recreational guests.
- 7) Proposals for Use Change Review must include the following information:
 - a) Present use and proposed use of the property.
 - b) Present and proposed parking facilities (to conform to the requirements of Article VI).
 - c) A sketch of the property showing street frontage, building location, parking, driveways, traffic flow, loading spaces and walkways.
 - d) Location, description, and size of existing and/or proposed signs.
 - e) Physical changes to the exterior of the structure including color changes and lighting.
 - f) Whether structure(s) involved meet ADA requirements for handicap accessibility. If requirements are not met, a brief description of alterations planned. Unless technically infeasible, existing buildings that undergo a Change of Use or Occupancy shall have all of the following features:
 - i) At least one accessible entrance.
 - ii) At least one accessible route from an accessible entrance to primary function areas.
 - iii) Signage.
 - iv) Accessible parking, where parking is being provided.
 - v) At least one accessible passenger loading zone, where loading zones are provided.
 - vi) At least one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance.

Where an area of primary function is altered, renovated and/or remodeled concurrently with a Change of Use or Occupancy, other standards and requirements may apply.
- 8) The Planning Board may request any further information it deems necessary for proper review of the Use Change request, and shall not take action upon said request until such time that the information is provided to the Board's satisfaction.